

THE EXTENSION DIVISION—CORRESPONDENCE STUDY

Ohio University Bulletin 1954-55



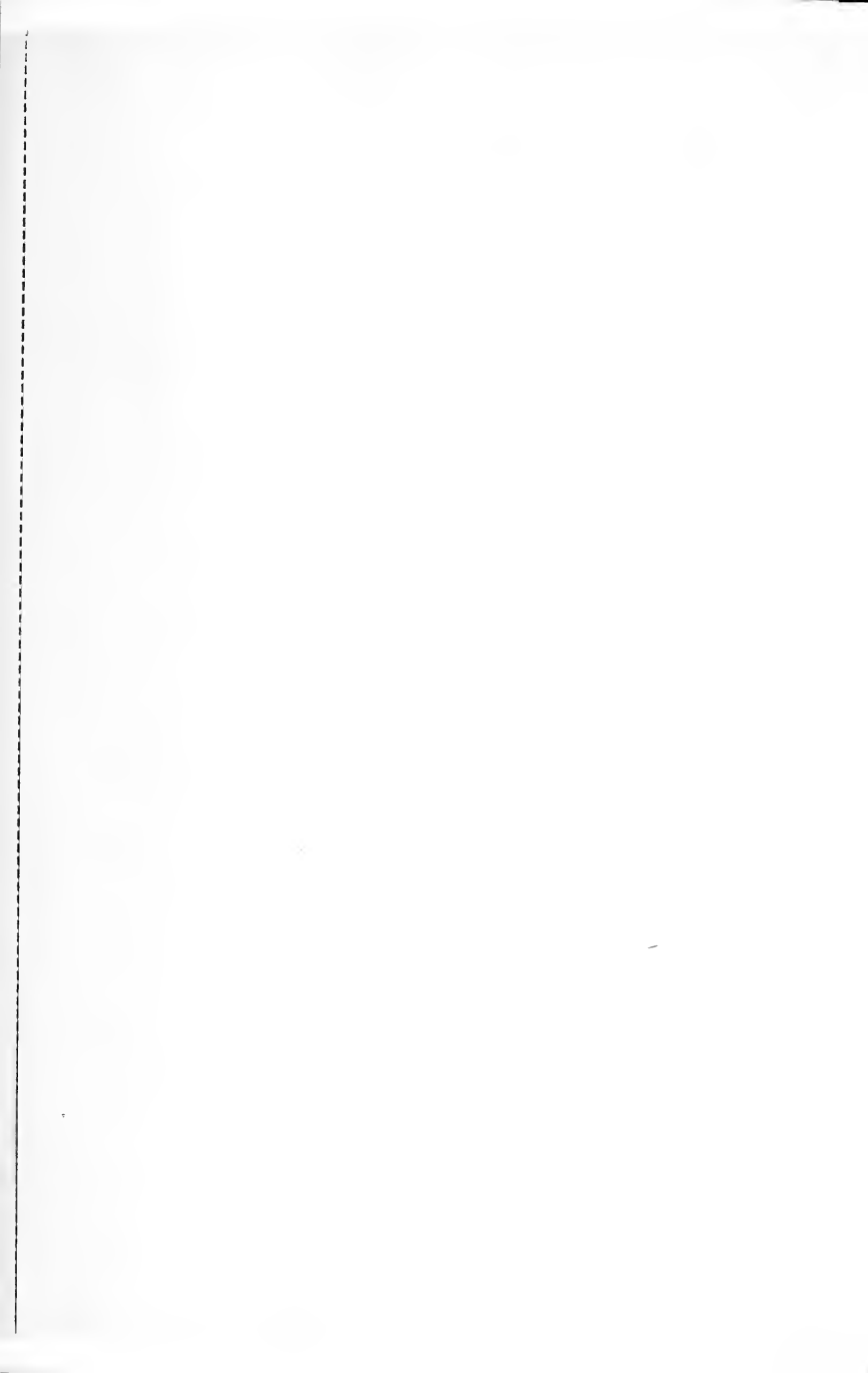
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OHIO UNIVERSITY, EXTENSION DIVISION
CORRESPONDENCE STUDY
ATHENS, OHIO

APPLICATION FOR REGISTRATION

(Do not use this application for high school subjects)

Date ----- * Amount enclosed \$ -----
Name in full (PRINT) Mr. -----
Miss -----
Mrs. ----- (Last Name) ----- (First Name) ----- (Second Name) -----
Present Address ----- (Street and Number) ----- (City) ----- (State) ----- County -----
Home Address ----- (Street and Number) ----- (City) ----- (State) ----- County -----
Date of birth ----- Place of birth ----- Race -----

PREVIOUS EDUCATION

	Name of Institution	Attended		No. of Units or Semester Hours Earned	Did You Graduate
		From Date	To Date		
High School					
College or University					

Name and catalog number of course (Do not enroll for more than two subjects.) -----

What studies have you had leading to the course for which you desire to register? State definitely whether prerequisite courses have been taken -----

Occupation (If teacher, state grade. If in armed forces, give both civilian and military occupations) -----

Are you currently enrolled in residence at a college or university? ----- If so, have you secured permission to carry this course? ----- (A registration from a student currently enrolled in residence at any educational institution will not be accepted unless it is accompanied by a permit from the head or dean of the institution allowing him to carry correspondence work while in residence.)

Are you in good standing in the institution you last attended? -----

What is your purpose in taking the course? -----

Remarks -----

USE THE BACK OF THIS SHEET FOR ADDITIONAL REMARKS

*FEES EFFECTIVE JULY 1, 1954. Residents of Ohio: 5 s. hrs., \$37.50; 4 s. hrs., \$30.00; 3 s. hrs., \$22.50; 2 s. hrs., \$15.00; 1 s. hr., \$7.50. Non-residents of Ohio: 5 s. hrs., \$42.50; 4 s. hrs., \$34.00; 3 s. hrs., \$25.50; 2 s. hrs., \$17.00; 1 s. hr., \$8.50. This schedule of fees is to be disregarded by USAFI enrollees. Make checks, money orders or drafts payable to "Ohio University." No portion of a fee can be refunded after three lessons have been mailed even though the registration is not three months old. Also no portion of a fee can be refunded after three months from date of registration. Also

OHIO UNIVERSITY BULLETIN

THE EXTENSION DIVISION

Correspondence Study



APRIL, 1954

ATHENS, OHIO

OHIO UNIVERSITY

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OHIO UNIVERSITY

HISTORICAL BACKGROUND

With a background rich in historical significance, Ohio University is this year—1954—celebrating the Sesquicentennial Anniversary of its founding. This span of years is only one year less than that of the life of the great state that established and now supports it.

First conceived of and planned for in 1786 by officers and men who had served in the Revolutionary War, the University came into being with the passage by the Legislature of the State of Ohio, February 18, 1804, of an act establishing "an University . . . in the town of Athens . . . by the name and style of the Ohio University." Edward Tiffin, first governor of Ohio, rode horseback from Chillicothe to Athens over wilderness trails to preside over the first meeting of the first board of trustees of the new University.

Ohio University thus became the first institution of higher learning in the Northwest Territory, an area from which was ultimately carved five great states—Ohio, Indiana, Illinois, Michigan, and Wisconsin.

The Ordinance of 1787, a document which many historians rank in importance with the Declaration of Independence and the Constitution of the United States, was developed by the Continental Congress as a measure for the government of the Northwest Territory.

Although much of the authorship of the Ordinance is credited to Thomas Jefferson, it is well known that Dr. Manasseh Cutler, of Ispwich, Massachusetts, who is regarded as one of the two founders of Ohio University and who represented the Ohio Company of Associates in its land negotiations with the Continental Congress, insisted that the ordinance be so drawn as to guarantee freedom of speech, thought, and religious opinions, as well as to exclude slavery from the territory and to commit the governments of the new states to the support of schools. They are Cutler's words that declare: "Religion, morality, and knowledge being necessary to good government and the happiness of mankind, schools, and the means of education shall forever be encouraged."

In the land purchase contract negotiated by the Ohio Company with Congress just two weeks after passage of the Ordinance of 1787, Congress reserved two complete townships of land "for the purposes of an University" to be located in the center of the purchase.

Late in 1799, after almost ten years of delay occasioned by the Indian Wars, General Rufus Putnam, of Rutland, Massachusetts, laid out the town of Athens and the campus for the University. General Putnam is regarded as a co-founder, with Cutler, of Ohio University. Each has a building on the university campus named in his honor.

In preparing the charter of Ohio University, Doctor Cutler, a graduate of Yale University and a man of many talents—lawyer, minister, scientist, scholar—consulted the charters of many universities in Europe and America, including those of Harvard and Yale. In the preamble to the charter he expressed the belief that "institutions for the liberal education of youth [are] essential to the progress of Arts and Sciences, important to morals and religion, friendly to the peace, order, and prosperity of Society, and honorable to the Government which patronizes them."

THE UNIVERSITY TODAY

Ohio University was founded and conducted during the early years of its existence as a college devoted to the arts and sciences. It remained a liberal arts college throughout the nineteenth century with only gradual expansion and few changes in policy. By the turn of the century, however, a growing need for teachers called for a professional educational program. In 1902, the University was expanded to include a college for the training of teachers. Meanwhile, the general tendency for higher education in many fields had been definitely manifesting itself in increased enrollment and the demand for a broader curriculum. This was particularly noted in the fields of electrical engineering and commerce which had been introduced in the College of Arts as early as 1890 and 1893 without perceptible effect upon the organization of the University.

In the years of constant growth that followed, the University at all times endeavored to keep pace with the growing need, until it became evident that the traditional division into a College of Liberal Arts and a College of Education no longer represented the curricula offered in the University. In the autumn of 1935, the University College was established as an aid to freshmen in making the difficult adjustment from high school to college. Further reorganization has followed in accord with the enlarged offerings until at present the University is composed of the following colleges and other major units:

The University College

The College of Applied Science

The School of Home Economics

The College of Arts and Sciences

The College of Commerce

The School of Journalism

The College of Education

The College of Fine Arts

The School of Dramatic Art and Speech

The School of Music

The School of Painting and Allied Arts

The Graduate College

The Division of Physical Education and Athletics

The Reserve Officers' Training Corps

The University Extension Division

The Summer Session

The Branches

THE EXTENSION DIVISION

The function of correspondence study is to make the offerings of Ohio University available to those persons who must devote a large part of their time to other duties.

Many of the foremost American universities have recognized that this is a satisfactory plan for the extension of educational facilities. Teaching by correspondence has become a part of the educational system of colleges and universities in approximately forty states and the District of Columbia where it has been demonstrated that efficient high school and college work can be done by correspondence.

Some of the advantages of residence study are lacking, but correspondence study has compensating advantages. It develops and encourages self-reliance, initiative, and perseverance; and the teaching is individual and personal.

The Extension Division offers correspondence courses at both the high school and the college level. General information about high school courses is given on page 11.

COURSES AT THE COLLEGE LEVEL

Many of the departments of instruction at Ohio University offer correspondence courses. These courses parallel residence work as far as the nature of the subject will permit. They have the same course numbers and are usually taught by the instructors who offer the courses in residence.

CREDIT. In correspondence study and in extension classes a student may earn 40 semester hours of credit toward a bachelor's degree. Credit earned by correspondence study cannot be applied to graduate work.

A student may enroll for correspondence study on a non-credit basis. Such an enrollee is required to pay the same fees as other students, but he is not required to take mid-course and final examinations. Request for a transfer from a credit to a non-credit basis must be made before two thirds of the course is completed.

ADMISSION. Students who have graduated from first-grade high schools are admitted to correspondence study at the college level. A person who is not a graduate of a first-grade high school is permitted to take correspondence courses at the college level provided he is 21 years of age or older and provided the instructor believes that he is capable of carrying the course.

The application for registration is the only admittance paper required. It will be assumed that the information given by a student in his application is correct. False information may invalidate credit.

No one is accepted for correspondence instruction who is not in good standing at the college or university last attended.

A student admitted to correspondence study or to an extension class may or may not be admitted for study in residence. A student contemplating study in residence should write Dr. F. B. Dille, Director of Admissions, Ohio University, Athens, Ohio, for information on admission requirements.

REGISTRATION. A student secures his application for registration from the Extension Division. If he is currently registered in residence at Ohio University he must present with his application a permit from the dean of the college in which he is enrolled. Likewise, a student currently registered in another school must present a permit from the dean of his college. Registration for a correspondence course may be made at any time. The application for registration must be accompanied by the required fee in full.

FEES

	<i>Before July 1, 1954</i>		<i>After July 1, 1954</i>	
	Residents of Ohio	Non- residents	Residents of Ohio	Non- residents
Registration fee, each semester hour	\$6.50	\$7.50	\$7.50	\$8.50
Change of registration fee	1.00	1.00	1.00	1.00
Extension of time fee	3.00	3.00	3.00	3.00

After July 1, 1954, a resident of Ohio will pay \$15.00 for two semester hours, \$22.50 for three semester hours, and so on.

REFUND OF FEE. If the application of a student is rejected, his fee will be refunded in full. Two thirds of a registration fee is returned if a student withdraws from a course before his registration is three months old, provided fewer than three lessons have been mailed. If three or more lessons have been mailed, no refund of fee is made even though the registration is less than three months old.

CHANGE OF REGISTRATION. A correspondence student may change his registration to another course in the Extension Division by paying a fee of \$1.00, provided he makes the request for transfer before his original registration is three months old and before three lessons have been mailed in the original course. Members of the armed forces under USAFI and veterans under the G. I. Bill cannot transfer from one course to another. They must be disenrolled from the original course and then apply for enrollment in the new course.

BOOKS. Books and other materials for a course are to be purchased by the student. Soon after the registration fee has been received, a study guide will be mailed containing instructions for ordering texts. The Extension Division does not handle textbooks. Books are to be ordered from the publishers unless a student prefers to secure them in another way.

LESSONS OR STUDY UNITS. A one-hour course consists of 12 lessons, or study units; a two-hour course consists of 24 lessons, or study units; and a three-hour course consists of 36 lessons, or study units. Approximately three hours will be required by the average student to complete one lesson.

Lesson papers are the property of the Extension Division and all of them are to be returned to the Extension Division by a student after the final examination.

TIME LIMIT FOR COURSE. The maximum time for the completion of a course is nine months. The maximum time starts with the date of registration. A student can secure an extension of time for three months upon the presentation of an acceptable excuse and the payment of a fee of \$3.

The minimum time for the completion of a college correspondence course is calculated at the rate of two weeks for each semester hour. This makes the minimum time on a three-semester-hour course amount to six weeks. Minimum time is calculated from the date on which a student begins to mail lessons regularly.

If a student is registered for two courses concurrently, each for three semester hours, the total minimum time is twelve weeks.

EXAMINATIONS. Mid-course examinations are required in many courses and final examinations in all courses. A student is to wait for the return of all lesson papers before taking an examination.

A student who resides in Athens County is required to take his examinations in the office of the Extension Division, second floor of Wilson Hall, Ohio University, on a Saturday morning. Others may take examinations in the office of the Extension Division on a Saturday morning or in the office of a city high school principal, a city superintendent, an exempted village superintendent, an exempted village high school principal, a county school superintendent, an executive head of a local high school district (sometimes called local superintendent), or a member of a college faculty with rank of assistant professor or higher. A person closely related by marriage or blood will not be approved even though he may occupy one of the afore-mentioned positions.

No fee is paid by the Extension Division to the person who supervises an examination.

Since the examinations are the only parts of a correspondence course done under supervision, they are of great importance in computing the final grade.

THE SEVEN COLLEGES AT OHIO UNIVERSITY

Brief information about each of the seven colleges at Ohio University follows. Students desiring facts relative to degrees and other requirements should write to the appropriate academic dean. The Extension Division is not authorized to advise students on requirements.

THE UNIVERSITY COLLEGE. All freshmen enroll in the University College, a college concerned primarily with the problems of first-year students—their courses of study, and their guidance during the period of transition from high school to college. The freshman year in the University College and the following three years in one of the degree-granting colleges represent the normal time required for completion of any of the baccalaureate degree programs.

The University College also enrolls students interested in terminal programs of less than four years duration. Such a program pursued for two years can qualify a student for an Associate in Arts diploma. The requirements in semester hours are: English composition, 6-9; physical education, 2; speech, 1; general education, 12; career courses (vocational), 24; elec-

tives, 17. Several of these required hours can be secured by correspondence study. For complete details, write to Dean Rush Elliott, University College, Ohio University, Athens, Ohio.

THE COLLEGE OF APPLIED SCIENCE offers curricula, accredited by the Engineers' Council for Professional Development, leading to degrees of Bachelor of Science in Architectural Engineering, Civil Engineering, Electrical Engineering, Mechanical Engineering (including an Industrial Option), and Home Economics. Also under the supervision of the college are the non-degree departments of engineering drawing and industrial arts.

THE COLLEGE OF ARTS AND SCIENCES aims to give the student an opportunity to secure a well-rounded liberal education. Its programs of study lead to the degrees of Bachelor of Arts, Bachelor of Science, and Bachelor of Science in Chemistry. It also offers preprofessional curricula in medicine, dentistry, nursing, and medical technology, as well as preparatory work in such other special and professional fields as law, teaching, government, foreign service, ministry, social work, public administration, insect control, physical rehabilitation, personnel work, and work in atomic energy.

THE COLLEGE OF COMMERCE offers curricula leading to the Bachelor of Science degree in Agriculture, Commerce, Journalism, and Secretarial Studies. There are three curricula in agriculture: general agriculture, preforestry, and soil conservation. The curriculum in commerce permits, but does not require, specialization. Fields which may be stressed include accounting, advertising, banking, economics, finance, labor, marketing, production or personnel management, pre-law school preparation, and statistics. The School of Journalism, an integral part of the College of Commerce, offers five sequences: advertising-management, feature and pictorial journalism, news writing and editing, radio-TV journalism, and public relations. In addition to a curriculum in secretarial studies, the College of Commerce cooperates with the College of Education in offering comprehensive majors in the business fields. These include bookkeeping-social business, business education, economics, and stenography-typewriting.

THE COLLEGE OF EDUCATION prepares teachers for all grade levels and types of schools. The degree of Bachelor of Science in Education combines broad general education with professional programs leading to positions as teachers in kindergarten, primary, intermediate or high school, the various academic subjects, or in such special subjects as art, commerce, dramatic art and speech, guidance and counseling, home economics, industrial arts, music, or physical education. The college of Education also offers a two-year "Cadet" program for elementary teachers.

THE COLLEGE OF FINE ARTS comprises the School of Dramatic Art and Speech, the School of Music, and the School of Painting and Allied Arts. Within these schools opportunities are offered for a broad, cultural education in the fine arts and for special training in the following departments: dramatic production, radio, speech and speech correction, music (applied, history, literature, theory, composition, education, and music therapy), architecture, design, painting and drawing, photography, art history and appreciation, art education, and sculpture and ceramics. The degree of the college is Bachelor of Fine Arts.

THE GRADUATE COLLEGE offers facilities for advanced study and research for teachers and others desiring graduate work at the master's level. While no correspondence work may be taken for graduate credit, it is possible in some approved instances to obtain a maximum of six hours of graduate work by extension. Courses in academic and professional fields are available through the various divisions of the University. The Graduate College confers the degrees of Master of Arts, Master of Education, Master of Science, and Master of Fine Arts.

COURSES AT THE HIGH SCHOOL LEVEL

The Extension Division has a program of correspondence courses at the secondary school level similar to the offerings of 30 other members of the National University Extension Association.

PURPOSE OF HIGH SCHOOL CORRESPONDENCE. This program is intended to supplement the work of the public school and not compete with it in any way. The following persons are likely to be interested in high school work by the correspondence method.

- (1) Men and women who failed to complete a high school education and find later that this failure is a handicap to their advancement.
- (2) Invalids and persons otherwise incapacitated who cannot take high school courses in the regular way.
- (3) High school graduates who lack a requirement for college entrance.
- (4) The irregular high school student with a deficiency and with no opportunity to make it up by attending summer school or evening school.
- (5) Employed persons who find it impossible to return to high school.
- (6) Adults who want more vocational and cultural education at the high school level.

TWO METHODS OF STUDY. There are two ways of taking high school courses by correspondence: (1) the individual method, and (2) the supervised method. A student working by the individual method makes all of his contacts directly with the Extension Division. A student working under the supervised plan must have a local supervisor, a member of a high school faculty, who oversees his mid-course and final examinations and who gives him stimulation and guidance. The supervisor, however, is not asked to assume any responsibility for instruction or the marking of papers. A student attending school is required to work under the supervised method.

WHO MAY REGISTER. A person who registers for a high school course must present a statement by a superintendent or a high school principal certifying that he probably is capable of mastering the course for which he desires to enroll. Students from other states are accepted on the same basis as to tuition and other regulations as students from Ohio.

Any of the high school courses may be taken on a non-credit basis.

CREDIT TOWARD GRADUATION. If a student expects to apply correspondence credit on a high school diploma, his registration must be approved in advance by the principal of his high school. It is urgently recommended that such a student work under the supervised method.

STUDENT FEES. The registration fee is \$13.00 for each one-half unit of credit. In addition, a student orders and pays for necessary texts and supplies, and pays for postage on all material mailed to the Extension Division. The Extension Division will pay the postage on materials mailed to students.

Fees must be paid in advance and must accompany the application. The Extension Division will accept a registration fee from either the student or the board of education of the school in which the student is enrolled. If a board of education is to pay the fee, a purchase order must accompany the application.

The minimum time for completing each one-half unit is six weeks and the maximum time is nine months. An extension of time for three months may be secured by the payment of \$1.50.

A student may transfer from one course to another by paying a fee of \$1.00, provided he has not completed any lessons of the course, and provided the registration is not more than three months old, and provided he returns in good condition all materials belonging to the first course.

REFUNDS. A student may secure a refund of two thirds of his registration fee, provided he withdraws from the course before he has mailed any lessons, or before his registration is three months old. No refund of fees is made after lessons have been mailed or after the registration is three months old. If the application of a student is rejected, all of his registration money will be refunded.

EXAMINATIONS AND MARKING SYSTEM. Students working for credit are required to take all examinations under the supervision of a school superintendent or a high school principal, or a teacher appointed by one of these school heads. The person selected to supervise examinations must also meet the approval of the Extension Division.

After a student has successfully completed a course, the quality of his work will be indicated by the letters A, B, C, D, or F (failed). Students are urged to strive for a quality of C or better.

INSTRUCTORS. Courses are conducted by well-known high school teachers or by members of the university staff well qualified by training, interest, and experience to teach at the secondary school level.

HIGH SCHOOL COURSES. The high school courses available for correspondence study are found on pages 36 to 38, inclusive.

EXTENSION CLASSES

Extension classes conducted by members of the Ohio University faculty are another important service of the Extension Division. Graduate as well as undergraduate work is offered. These classes appeal especially to teachers, business men and women, ministers, social workers, and others who wish to engage in systematic study during their leisure time.

An instructor will be assigned to a group after its members have selected a subject. The size of the group necessary to secure an instructor depends upon the distance of the community from the campus.

Extension classes meet once a week. The amount of credit allowed for a course—i.e., three hours, two hours, or one hour—will determine the length of the class session and the number of weeks that the class is to meet.

An undergraduate student who is employed full time may take a maximum of six semester-hours a semester in extension classes, or in combination with correspondence study or a campus class.

Both correspondence credit and class credit are classified as extension credit. Forty semester hours of extension credit can be used on a bachelor's degree. Six semester hours of class credit, under certain conditions, can be used on a master's degree. No correspondence credit can be applied on a master's degree.

Extension class students who are residents of Ohio are charged a minimum fee of \$7.00 a semester hour. Non-residents of Ohio are charged a minimum fee of \$8.00 a semester hour. The fee will be more than \$7.00-\$8.00 an hour should the class enrollment fall below the required quota.

Refunds are allowed to extension class students as follows:

1. After the third class meeting and before the fourth class meeting, 90% refunded.
2. After the fourth class meeting and before the fifth class meeting, 66% refunded.
3. After the fifth class meeting and before the seventh class meeting, 25% refunded.
4. After the sixth class meeting, no refund.
5. No refund will be allowed a student whose withdrawal brings the enrollment of the class below its required quota.

A student who desires graduate credit for a course taken in an extension class must meet the admission requirements of the Graduate College, must obtain permission from the dean of the Graduate College, and must have completed the prerequisites for the course as stated in the general catalog. A graduate student who is employed full time is limited to six semester-hours a semester.

Additional information about graduate study may be obtained by addressing The Dean, Graduate College, Ohio University, Athens, Ohio.

COURSES OF INSTRUCTION

AT THE COLLEGE LEVEL

Numbers 1- 99 designate courses for Freshmen.

Numbers 100-199 designate courses for undergraduates above the Freshman level.

Numbers 200-299 designate courses for advanced undergraduates (Juniors and Seniors).

Numbers 300-399 designate courses for advanced undergraduates and graduates.

Graduate credit cannot be secured by correspondence study.

The prerequisite for a course is indicated by a course number which refers to the same department unless otherwise indicated.

The name of the instructor appears at the end of the course description.

The descriptions of all courses in teaching techniques will be found under appropriate titles in the "Teaching Techniques" section of the EDUCATION grouping. For example, the cross reference for 261b. TEACHING OF BOOKKEEPING will be "Same as Ed. 261b."

ACCOUNTING—See Commerce

ADVERTISING—See Commerce

ART

121. HISTORY OF PAINTING AND SCULPTURE. This is a chronological survey of the history of art from the earliest time to the Renaissance. The principal periods of art history are made familiar to the student through a study of the most significant surviving examples of architecture, sculpture, painting, and the so-called minor arts. Credit, three semester hours. OLPP.

122. HISTORY OF PAINTING AND SCULPTURE. This course continues the history of art from the Renaissance to the present time. Prereq., 121. Credit, three semester hours. OLPP.

BIOLOGY—See Botany or Zoology

BOTANY

3. GENERAL BOTANY. An introduction to plant science. This course aims to emphasize the vegetative structures, the physiological activities, and the economic importance of the higher plants. A student must have access to a microscope. A resident of Ohio sometimes can rent a microscope from the Botany Department for \$5.00 for three months, provided it is impossible for him to secure one in another way. The Botany Department will expect a student to pay for any damage or loss incurred while the microscope is in his possession. Credit, three semester hours. VERMILLION.

4. **GENERAL BOTANY.** This course includes a survey of both the lower and higher forms of plant life, with emphasis on structure and methods of reproduction within the fungi, algae, mosses, ferns, and flowering plants and their economic importance relative to human welfare. A student must have access to a microscope (see course description above). Prereq., 3. Credit, three semester hours. VERMILLION.

133. **NATURE STUDY.** A course in which the student is introduced to a better understanding and appreciation of living things in nature about him, including plant and animal life; their collection and preparation for study in the class exercises. By correspondence only. Credit, three semester hours. VERMILLION.

BUSINESS LAW—See Commerce

CHEMISTRY

1. **GENERAL CHEMISTRY.** Fundamental course in college chemistry. Credit, three semester hours. SMALLEGAN.

2. **GENERAL CHEMISTRY.** Continuation of Chemistry 1. Prereq., 1. Credit, three semester hours. SMALLEGAN.

113. **ORGANIC CHEMISTRY.** This is a short non-laboratory course in the fundamentals of organic chemistry. The work is adapted for students planning to take home economics, medical technology, or pre dental courses. Prereq., 2 or 4. Credit, three semester hours. SMALLEGAN.

CIVIL ENGINEERING

120. **APPLIED MECHANICS. (STATICS).** Laws of equilibrium of forces; friction; centroids and moment of inertia. Prereq., Math. 102 or with Math. 102. Credit, three semester hours. BADGER.

121. **APPLIED MECHANICS. (DYNAMICS).** Motion of a particle and of rigid bodies. Work and energy; impulse and momentum. Prereq., 120. Credit, three semester hours. BADGER.

CLASSICAL LANGUAGES

Greek

1. **BEGINNING GREEK.** An introduction to the rudiments of the language including fundamental grammatical principles, pronunciation, and a working vocabulary. There is emphasis also upon the Greek element in English. In order to do these courses successfully by correspondence, a student should have studied some Latin. Credit, four semester hours. MURPHY.

2. **BEGINNING GREEK.** A continuation of Greek 1. Prereq., 1. Credit, four semester hours. MURPHY.

Latin

1. **BEGINNING LATIN.** An introductory course leading to the reading of easy Latin stories of history and mythology and designed as preparation for Latin 2. Credit, four semester hours. MURPHY.

2. **BEGINNING LATIN.** The early part of the course consists of easy narrative dealing with mythology and Roman history followed by selections from Caesar's *Gallie War*. There is considerable review of fundamentals. Prereq., 1, or one year of high school Latin. Credit, four semester hours MURPHY.

102. **VERGIL.** A considerable portion of the first six books of Vergil's *Aeneid* is read. The course is designed with a view to an understanding and appreciation of Vergil's great epic and to a wider knowledge of mythology, as well as to growth in the study of Latin. Some attention is given to the meter of Latin epic. Prereq., 2 or three years of high school Latin. Credit, four semester hours. MURPHY.

123. **CICERO'S ORATIONS.** Some of the introductory lessons include translations from Caesar's *Gallie War*. Selected orations. In general an effort is made to provide an adequate review as well as to develop progress in reading a new author. Prereq., 2 or two years of high school Latin. (Students whose Latin 2 is not fresh should take Latin 127.) By correspondence only. Credit, three semester hours. MURPHY.

127. **CLASSICAL LATIN PROSE.** A course for those who have had two or more years of high school Latin, or an equivalent amount of college Latin (six semester hours of first and second semester Latin). Those who desire a thorough review of Latin grammar are to register for three hours credit. Those who are at home in the essentials of Latin grammar, including the uses of the infinitive and subjunctive, the gerund and gerundive, may register for only two hours credit. All students are to read the *Res Gestae* of the Emperor Augustus and selected *Lives* of Nepos. Students who had their preparatory Latin some time ago may, by taking the three-hour version of this course in place of Latin 2, get both review and advanced work. The two-hour version is suitable for any student who has not read the authors specified. Credit, two or three semester hours. MURPHY.

COMMERCE

Accounting

75. **ELEMENTARY ACCOUNTING.** The fundamental principles of accounting theory and practice as they affect corporations, partnerships, and proprietorships. The entire cycle of bookkeeping procedure. Credit, three semester hours. BECKERT.

76. **ELEMENTARY ACCOUNTING.** Ledger organization, expense controls, controlling accounts, and cost records with a discussion of exceptions and alternative methods constitute the work of this course. Prereq., 75. Credit, three semester hours. BECKERT.

125. INTERMEDIATE ACCOUNTING. Preparation and analysis of accounting statements; special problems in accounting for current fixed and intangible assets, for liabilities, and for corporate net worth; funds and reserves; investments; and intermediate partnership problems. Prereq., 76. Credit, three semester hours. BECKERT.

126. INTERMEDIATE ACCOUNTING. Continuation of Accounting 125. Credit, three semester hours. BECKERT.

175. COST ACCOUNTING. Manufacturing cost determination under the job-order and process systems. Prereq., 125, or 75 and permission. Credit, three semester hours. BECKERT.

243. FEDERAL INCOME TAX ACCOUNTING. A study of the current Internal Revenue Code and its application to Federal income taxes; withholding, and administrative procedure. The student will solve problems dealing with tax returns of individuals, estates, and trusts, partnerships, and corporations. Prereq., 125. Credit, four semester hours. REININGA.

261b. TEACHING OF BOOKKEEPING. (Same as Ed. 261b)

356. AUDITING PRINCIPLES AND PRACTICE. Purposes and scope of audits and examinations; audit principles and procedure; application of audit principles to practice material based on actual audit; and audit reports and certificates. Prereq., 126 and 175. Credit, three semester hours. BECKERT.

Advertising

155. ADVERTISING PRINCIPLES. A survey course covering the chief principles, problems, and practices in the field of advertising. The emphasis is on the aspects of the subject which are of greatest use to general business men, but it is sufficiently complete to serve as an introductory course for those intending to do more work in the field and prepare themselves for a career in advertising. Prereq., Marketing 155 or permission. Credit, three semester hours. KRAUSKOPF.

Business Law

255. BUSINESS LAW. The principles of law involved in contracts, agency, and sales. Credit, three semester hours. ROMIG.

256. BUSINESS LAW. Continuation of Business Law 255. The principles of law involved in partnerships, corporations, and negotiable instruments. Prereq., 255. Credit, three semester hours. ROMIG.

275. GOVERNMENT AND BUSINESS. The methods used by government to control, regulate, and aid business. Particularly a study of the anti-trust, unfair competition, and patent laws. Prereq., junior rank. Credit, three semester hours. ROMIG.

Economics

1. THE ECONOMIC DEVELOPMENT OF THE UNITED STATES. The development of industry, labor, finance, commerce, agriculture, transportation, and natural resources are traced, and an attempt is made to show the effect one line of development had on the other. Not open to upperclassmen except by special permission. Credit, three semester hours. PICARD.

101. PRINCIPLES OF ECONOMICS. An introduction to economics for university students and the general reader. Emphasizes the following theoretical material: production, consumption, distribution, and experiments. Credit, three semester hours. HELLEBRANDT, PICARD.

102. PRINCIPLES OF ECONOMICS. An introduction to economics for university students and the general reader. An effort is made to present the chief economic problems: money and banking, business cycles, credit, international economic relations, government and taxation, and economic control. Prereq., 101. Credit, three semester hours. HELLEBRANDT, PICARD.

309. PUBLIC UTILITIES. A general survey of the economic basis of public utility enterprise. A brief consideration of the historical development of the different utility industries. A study of the administration of public utilities under regulation, the movement for physical valuation, corporate financial policies, public control of security issues, rate of return, a critical consideration of valuation standards, government and municipal ownership, service-at-cost method of regulation. Prereq., 102. Credit, three semester hours. HELLEBRANDT.

315. PUBLIC FINANCE. Today, the federal, state, and local governments of the United States are the most important areas of economic interest to the American citizen. Government is providing an increasing amount of services for business and individuals and is also demanding greater taxes. This course is a summary of the spending and revenue programs of government as well as an analysis of government borrowing. The following topics are covered: financing of education, financing of roads, financing of defense, financing of relief, and related subjects. This course also considers the legal and economic aspects of the various taxes levied by federal, state, and local governments. Credit, three semester hours. Prereq., 102. PICARD.

335. LABOR ECONOMICS. A general survey of labor problems which are relevant to the modern industrial economy of the United States. Among the topics considered are: history of the labor movement in this country; status of organized labor at the present time; collective bargaining; organized labor and political activity; important federal legislation dealing with labor (i.e. The Wagner Act and the Taft-Hartley Act); wages; and worker security against unemployment due to depression, disability, and discrimination. Prereq., 102 or permission. Credit, three semester hours. CREWSON.

Finance

121. BUSINESS FINANCE. A survey of the characteristics of corporate organization and corporate securities is followed by problems dealing with promotion, organization, and provision of capital both for new enterprises and for the expansion of old concerns. Credit, three semester hours. HANSON.

315. PROPERTY AND CASUALTY INSURANCE. The economies of property and casualty insurance; its uses and types such as fire, extended coverage, consequential loss, public liability, automobile, accident and health, etc. Prereq., Economics 102 or permission. Credit, three semester hours. Available Nov. 1, 1954. HANSON.

Management

311. INDUSTRIAL MANAGEMENT. The principles of the organization and the management of industrial enterprises, the management movement, and the newer principles and practices in functional factory organization. Prereq., Economics 102. By correspondence only. Credit, three semester hours. HELLEBRANDT.

312. ADMINISTRATION OF PERSONNEL. A comprehensive survey of the principles of management personnel in business, industry, and other institutions. Among the subjects treated are selection, placement, manpower, management, promotion, transfer and other similar topics. Case analysis will be used to supplement text material. Prereq., Economics 102. Credit, three semester hours. HELLEBRANDT.

Marketing

155. MARKETING PRINCIPLES. This course is devoted to a study of the principles, methods, and policies of marketing consumers' goods and industrial goods. It will involve a detailed study of the different marketing institutions and of the marketing functions performed by these institutions. Credit, three semester hours. PAYNTER.

276. SALES MANAGEMENT. Principles and problems in the field of selling and management with special emphasis on the management of the sales organization. Both text material and case studies will be reviewed. Prereq., 155. Credit, two semester hours. KRAUSKOPF.

Secretarial Studies

15. BEGINNING TYPEWRITING. Development of basic skill in the operation of the typewriter and application of this skill to the more common typing practices. Credit, two semester hours. DALTON.

16. INTERMEDIATE TYPEWRITING. Development of further basic skill in the operation of the typewriter and quantity production of business forms. Prereq., 15, with a scholastic average of 2.0; or permission based on presentation of high school transcript. Credit, two semester hours. DALTON.

31. BEGINNING SHORTHAND. (Simplified System of Gregg) Covers entire theory of Gregg Shorthand. Designed to give the student a working knowledge of the basic fundamentals; a knowledge of brief forms; and to develop good writing habits which lead to skill in taking dictation. Credit, three semester hours. VIA.

32. **INTERMEDIATE SHORTHAND.** (Simplified System of Gregg) A continuation of the work begun in Secretarial Studies 31. Skill in typewriting is presupposed. The course is designed to review the basic principles, and to further develop dictation skill. Prereq., 31. Credit, three semester hours. VIA.

Statistics

255. **BUSINESS STATISTICS.** The nature of numerical business data and of statistical procedures. Collection, classification, tabular and graphic presentation of statistical information. Computation and interpretation of rates, ratios and percentages. Measures of central tendency; arithmetic mean, median, mode, geometric and harmonic means. Measurements of dispersion, the quartiles and other positional values, average deviation, standard deviation. Elements of the normal curve. Construction or interpretation of index numbers. Current indexes of prices or business activity. Credit, three semester hours. SOLTOW.

256. **BUSINESS STATISTICS.** Analysis of time and series data. Nature and analysis of economic and business trends. Measurement of and adjustment for seasonal variations. Measurement and importance of the business cycle. Correlation analysis. Detection and measurement of relationships between statistical series by means of the scatter diagram and the estimating equation. Sampling theory, reliability and significance of sampling. Reliability of predictions based on observed correlation. Brief consideration of more advanced techniques of correlation, and the statistical approach to budgeting and forecasting. Prereq., 255. Credit, three semester hours. SOLTOW.

ECONOMICS—See Commerce

EDUCATION

History of Education

350. **THE HISTORY OF EDUCATION.** This course deals with the major problems in education. The period covered is from primitive man to the present. The problems which are considered in their historical setting include such aspects of education as the following: the aims of education; the curriculum; methods of instruction; philosophies of education; educational psychology; elementary, secondary, and higher education; and the professional preparation of teachers. Prereq., 3 hours education and Psychology 5. Credit, three semester hours. SHOEMAKER.

Elementary Education

102. **LITERATURE FOR CHILDREN.** A study of traditional and modern literature for children. Special emphasis on experiences with children and books. Credit, three semester hours. READ.

103. **STUDIES OF CHILDREN.** This course is designed to help teachers understand children by studying the growth sequences from birth through

adolescence; influence affecting growth; technique of studying children; explanatory principles of behavior. The student is expected to observe a child or a group of children for several weeks during the course. Credit, three semester hours. QUICK.

125. THE PURPOSES AND PRACTICES OF EDUCATION. An introductory survey of the American school system from kindergarten to college with chief emphasis on elementary education. Objectives, organization, personnel, and curriculum as they are related to teaching are the major topics. Prereq., sophomore rank or permission. Credit, three semester hours. LYNN.

Secondary Education

130. SECONDARY EDUCATION. This course deals with the purposes and problems of secondary education, curricular content and organization, guidance, evaluation, organization and administration. Degree students at Ohio University must take this course for four semester hours. Other students may enroll for either three or four semester hours. Prereq., second semester sophomore. Credit, three or four semester hours. SHOEMAKER.

Research and Scientific Techniques

131. EDUCATIONAL TESTS AND MEASUREMENTS. Techniques and procedures of evaluation. Measurement as related to motivation, construction of informal tests, principles of learning, guidance, and evaluation. By correspondence only. Credit, two semester hours. ROBERTS.

Library Science

291. THE SCHOOL LIBRARY. Gives the student a knowledge of the essentials of library service sufficient for organizing and operating a library in a high school or combined school. Emphasis is placed upon practical methods and basic materials, procedures for selecting and ordering books, and a system for arranging books and making them available under the most effective conditions studied. Lessons are illustrated by reference to actual practice in libraries. Students are requested to visit school libraries and public libraries to become more familiar with many details of the course. Prereq., junior or senior rank, or permission. Credit, three semester hours. LINNENBRUEGGE.

Teaching Techniques

COMMERCE

261b. TEACHING OF BOOKKEEPING. (Same as Acct. 261b). This course is intended for teachers or prospective teachers of bookkeeping in junior and senior high schools. Consideration is given to the objectives in bookkeeping courses; the place of such courses in the junior and senior high schools; the amount of time to be devoted to the subject. Methods of conducting recitations, grading, keeping records, examination, and standards will be considered. Prereq., six hours of accounting. Credit, two semester hours. BECKERT.

ELEMENTARY EDUCATION

163b. TEACHING READING AND LANGUAGE. A practical course covering the content in the language arts program in the elementary school. Methods and materials valuable in promoting child development in reading and the expressional phases of language; oral and written language, spelling, and handwriting are given major emphasis. Credit, three semester hours. HANSEN.

163d. TEACHING LANGUAGE ARTS IN ELEMENTARY SCHOOLS. Consideration of the broad program in language in the elementary school: spelling, handwriting, and oral and written language. The problems of study content, instructional materials and methods, and means of evaluation are stressed. The student relates the work of the course to actual school and other associations with children. Students not currently employed as teachers must establish relations with some school situations and arrange for observations of children's activities outside of school. Prereq., English 3. By correspondence only. Credit, two semester hours. HANSEN.

163p. TEACHING ARITHMETIC IN THE PRIMARY GRADES. A practical course for teachers in grades 1, 2, and 3, for elementary supervisors, and for those who plan to occupy such positions. The course includes the development of number understanding, the place of arithmetic in the primary grades, and the teaching of addition, subtraction, multiplication, and division. Attention is also given to Roman numerals, measures, fractions, problem solving, and the course of study. The results of experimental studies and of recent developments in educational psychology are incorporated. By correspondence only. Credit, three semester hours. MORTON.

163g. TEACHING ARITHMETIC IN THE INTERMEDIATE GRADES. Methods of presenting the subject matter of the arithmetic curriculum in grades 4, 5, and 6. The course presents the best methods of teaching common and decimal fractions, the elements of percentage, denominate measures, the elements of mensuration, and problem solving, as well as the four fundamental operations with whole numbers. By correspondence only. Credit, three semester hours. MORTON.

163s. TEACHING ARITHMETIC IN THE UPPER GRADES. Theories of arithmetic instruction, the number system, diagnostic and remedial teaching, the arithmetic of daily living, measurement, mensuration and intuitive geometry, the elements of algebra, and the selection of arithmetic textbooks. Adapted to the work of grades 6, 7, and 8. Credit, three semester hours. MORTON.

169f. TEACHING SOCIAL STUDIES AND SCIENCE IN THE ELEMENTARY SCHOOL. A study of the organization of content, activities and resources of the two fields fused into a common program, with consideration of appropriate teaching procedures. Practical teaching problems in the school will be used as a basis for the work. A degree student at Ohio University must have the permission of his dean to enroll. Credit, three semester hours. HANSEN.

ENGLISH

264e. TEACHING OF ENGLISH IN THE JUNIOR AND SENIOR HIGH SCHOOL. (Same as Eng. 264e) A course designed to assist high school teachers in the preparation of poetry, drama, the novel, and the short story, and both the form and content of composition. A review of grammar is also included and incorporated in the final examination. Prereq., English 4. Credit, three semester hours. WRAY.

INDUSTRIAL ARTS

260m. TEACHING OF INDUSTRIAL ARTS. (Same as Ind. A. 260m). This course offers the prospective industrial arts teacher a chance to construct lesson plans, instruction sheets, progress charts, and personnel organization charts. It offers suggestions for the care of the tools in the laboratory. Special attention is given to safety in the school shop, and to the preparation and scoring of tests and the grading of shop projects. Prereq., 6 hours industrial arts. Credit, three semester hours. KINISON.

MATHEMATICS

268m. TEACHING OF MATHEMATICS IN HIGH SCHOOL. (Same as Math. 268m). An analysis of the basic ideas of algebra and geometry. Discussion of problems and methods of presenting these subjects to high school students. Prereq., Mathematics 6 and Psychology 5. Credit, three semester hours. DENBOW.

PHYSICAL EDUCATION

267h. TEACHING OF HEALTH (Same as P. E. 267h). The content of the school health program with emphasis upon teacher-pupil relationship, school environment, accident prevention, and the instruction, principles and curricula used in presenting health information to students of the different school levels. Credit, three semester hours. TREPP.

267p. TEACHING OF PHYSICAL EDUCATION. (Same as P. E. 267p). A course dealing with methods in physical education for elementary and secondary schools. Credit, one semester hour. RHODES.

SOCIAL STUDIES

269h. TEACHING OF THE SOCIAL STUDIES IN JUNIOR AND SENIOR HIGH SCHOOLS. (Same as Hist. 269h). The nature, development, purpose, and value of the social studies, with emphasis on methods and techniques of instruction in this field. Problems of curriculum reorganization, unit planning, materials of instruction, and evaluation. Prereq., 9 hours social sciences. Credit, two semester hours. ROBERTS.

ENGINEERING DRAWING

1. **ENGINEERING DRAWING.** A course designed with the objective of presenting to the student the fundamental theories and accepted practices (techniques) used in engineering drawing. The following specific units are studied: freehand lettering, use of instruments, freehand drafting, orthographic projection, dimensioning, auxiliary and sectional views, inking, tracing (pencil & ink), and assembled sectional views. Credit, two semester hours. NELLIS.

2. **ENGINEERING DRAWING.** A continuation of Engineering Drawing 1 that presents the following specific units: pictorial drawing with special emphasis on oblique and isometric, developments, intersections, screw threads, working drawings, tracings, and blue prints. Prereq., 1. Credit, two semester hours. NELLIS.

ENGLISH

3. **ENGLISH COMPOSITION.** A course in the fundamentals of composition, the structure of the paragraph, and the writing of exposition. Argumentation, as a specialized form of expression, is introduced briefly, as is simple narrative. The mechanics of writing are stressed throughout the course. Credit, three semester hours. FOSTER, HEIDLER.

4. **ENGLISH COMPOSITION.** This course places emphasis on the study of models of description and narration. Practice will be given in writing narratives of simple experiences and in informal essays. Prereq., 3. Credit, three semester hours. FOSTER, HEIDLER.

101. **SOPHOMORE ENGLISH LITERATURE (1).** This course is devoted to a study of English literature from Anglo-Saxon times to the end of the eighteenth century, with particular emphasis on such major writers as Chaucer, Spenser, Shakespeare, Milton, Dryden, Swift, and Johnson. Three Shakespearean plays are read. Prereq., 4. Credit, three semester hours. PECKHAM.

102. **SOPHOMORE ENGLISH LITERATURE (11).** This course is devoted to a study of English literature in the nineteenth century, with particular emphasis on such major writers as Wordsworth, Byron, Shelley, Keats, Carlyle, Thackeray, Tennyson, Browning, and Arnold. One Victorian novel is read. Prereq., 4. Credit, three semester hours. PECKHAM.

111. **THE CHIEF AMERICAN WRITERS (1).** A study of representative material, prose and poetry, selected from Franklin, Frenau, Irving, Cooper, Bryant, Emerson, Thoreau, Hawthorne, Whittier. Prereq., 4. Credit, three semester hours. FOSTER.

112. **THE CHIEF AMERICAN WRITERS (11).** A continuation of English 111. Emphasis is placed upon the writings of Holmes, Whittier, Lowell, Melville, Whitman, Lanier, Emily Dickinson, Mark Twain, Howells, James, Adams, Stephen Crane, O'Neill, Robinson, and Frost. Prereq., 4. Credit, three semester hours. PECKHAM.

171. **SOPHOMORE EXPOSITION.** A course designed to offer practical experience in the writing of advanced forms of exposition. Stress is put on mechanics in proportion to the needs of the individual student. The textbook outlines in detail the major and minor divisions of exposition and includes examples from experienced writers. Prereq., 4. Credit, three semester hours. By correspondence only. HEIDLER.

235. **THE BIBLE AS LITERATURE.** A study of the early narratives and prophecies of the Old Testament as masterpieces not only of world literature but of English literature. Prereq., 4. Credit, two semester hours. By correspondence only. FOSTER.

236. **THE BIBLE AS LITERATURE.** The King James version of the later prophetic and poetic books of the Old Testament, of the proverbs and essays, and of the sayings and parables of Jesus are read as living literature. Prereq., 4. Credit, two semester hours. By correspondence only. FOSTER.

250. **BOOKS OF THE SEASON.** The student will read 6, 12, 18, or 24 books supplied by the Extension Division and chosen from outstanding books of recent publication in a variety of fields such as novel, drama, poetry, travel, biography. There will be a fee of \$2.50 a semester hour for the use of these books. For example, a student registering for three semester hours is to pay a book fee of \$7.50 for the use of these books. Prereq., 4. Credit, one to four semester hours. By correspondence only. MACKINNON.

251. **SHAKESPEARE.** Shakespeare's principal plays. Reading and interpretation of the plays, study of Shakespeare's life and times, study of the Shakespearean stage and drama technique. Prereq., 4. Credit, three semester hours. By correspondence only. FOSTER.

261. **THE CONTEMPORARY ENGLISH AND AMERICAN NOVEL.** This course is designed to develop the student's enjoyment and understanding of the best in modern fiction. Novels to be read represent the work of such British writers as Galsworthy, Woolf, Maugham, Huxley; such American writers as Lewis, Fitzgerald, Wolfe, Dos Passos, Farrell, Hemingway, Faulkner; and a selection from the most significant fiction of recent seasons. Prereq., 4. Credit, three semester hours. Available June 1, 1954. KENDALL.

264e. **THE TEACHING OF HIGH SCHOOL ENGLISH.** (Same as Ed. 264e).

268. **CONTEMPORARY BRITISH AND AMERICAN POETRY.** A careful study of ten or twelve authors who have made distinctive contributions to the poetry of England and America. Prereq., 4. Credit, three semester hours. FOSTER.

273. **THE AMERICAN NOVEL (I).** The beginnings of the American novel in the Colonial and Revolutionary periods; the early masters of the Nineteenth Century—Cooper, Hawthorne, and Melville. Prereq., 4. Credit, three semester hours. HEIDLER.

274. **THE AMERICAN NOVEL (II).** Major novelists of the second half of the Nineteenth Century—Clemens, Howell, James, Wharton; the rise of the novel in the early Twentieth Century—Howe, Garland, Crane, London, Norris. Prereq., 4. Credit, three semester hours. HEIDLER.

290. **ADVANCED WRITING.** The course uses no textbooks and has no formal assignments. The work is adapted to each individual. It is assumed that any student accepted for the course wishes to write and needs only guidance, advice, and constructive suggestions in carrying out projects of his own. Prereq., 4 and permission. Credit, one to four semester hours. MACKINNON.

FINANCE—See Commerce

GEOGRAPHY AND GEOLOGY

Geography

250. **GEOGRAPHY AND ENVIRONMENT.** A course in the aspects of geography which has to do with the response of man to his physical environment. A cultural and practical course. Credit, three semester hours. DOW.

GERMAN

1. **BEGINNING GERMAN.** This course is intended for persons who have not had any previous instruction in the language. It is equivalent to the work of the first semester in the University, or the first year in high school. It includes pronunciation, essentials of German grammar, and practice in the reading and writing of simple German. Credit, four semester hours. KRAUSS.

2. **BEGINNING GERMAN.** This is the equivalent of the work of the second semester in the University or the second year in high school. You will complete the grammar and read several modern stories. Prereq., 1. Credit, four semester hours. KRAUSS.

101. **INTERMEDIATE GERMAN.** Modern German stories of intermediate difficulty will be read to increase your vocabulary and to develop your ability to read with comprehension. Prereq., 2. Credit, three semester hours. KRAUSS.

102. **INTERMEDIATE GERMAN.** In this course, a continuation of Intermediate German 101, you will read two modern works, Hohensonne and Jacobowsky und der Oberst. Prereq., 101. Credit, three semester hours. KRAUSS.

105. **SCIENTIFIC GERMAN.** A reading course designed primarily to familiarize the student with German scientific terms and to enable him to read German scientific material. For students of chemistry particularly. Prereq., 102 or 101 with grade of A or B. Credit, two semester hours. KRAUSS.

320. **THE GERMAN SHORT STORY (1850-1900).** A reading course of representative stories by Hauff, Storm, Stifter, Keller, and Meyer. Prereq., 102. Credit, two semester hours. KRAUSS.

GOVERNMENT

1. AMERICAN GOVERNMENT. The National Government of the United States. Origin of the Federal Government, the national party system, powers and duties of the departments, independent and emergency services, effects of pressure groups, and changing relations of national government to the states and to the people. Credit, three semester hours. COLLINS.

2. AMERICAN GOVERNMENT. The state and local governments. The constitutional position of the states, organization and administration of state and local governments, interstate relations, federal aid to states, responsibility of citizens, and state and local contributions to the welfare of the people. Credit, three semester hours. COLLINS.

101. COMPARATIVE GOVERNMENT. A comparison of the American, European, and Oriental systems of government, including organization, procedure, popular representation and the effect upon the social and economic life of the people. The governments of Great Britain, Italy, and Germany will be emphasized. Prereq., 1. Credit, three semester hours. COLLINS.

102. COMPARATIVE GOVERNMENT. Continuation of Government 101. The governments of France, Russia, and Japan will be emphasized. Prereq., 1. Credit, three semester hours. COLLINS.

303. MUNICIPAL GOVERNMENTS. The creation and legal powers of cities; emerging industrial and defense problems as they affect city government; metropolitan areas; citizen groups, bosses, political parties, elections; old and new forms of municipal government. Prereq., 6 hours. Credit, two semester hours. By correspondence only. COLLINS.

304. MUNICIPAL ADMINISTRATION. An analysis of the administrative functions of municipal government: personnel, finance, policies, housing, planning, health, public utility regulation and ownership. Prereq., 6 hours. Credit, two semester hours. By correspondence only. COLLINS.

316. INTERNATIONAL RELATIONS. Basic factors involved in world politics, including the modern state system, nationalism, and militarism; the evolution of international relations; forces and conditions affecting these relations; efforts toward world political order; and the formulation of national foreign policies. Prereq., 6 hours government or history. Credit, three semester hours. COLLINS.

GREEK—See Classical Languages

HEALTH—See Physical Education

HISTORY

1. WESTERN CIVILIZATION IN MODERN TIMES. An introductory course which helps to give a knowledge of modern history and an intelligent understanding of contemporary problems. It begins with the Renaissance, the

Reformation, and European expansion and outlines the rise of the national, state and the cultural and political developments of the principal European nations, power politics, dynastic rivalries, the French Revolution and Napoleonic Era. Credit, three semester hours. VOLWILER.

2. WESTERN CIVILIZATION IN MODERN TIMES. European postwar problems following the defeat of Napoleon; modern imperialism in Africa and Asia, and other nineteenth century problems; twentieth century power politics, secret diplomacy, alliances, World War I, the League of Nations, the spread of communism and its challenge to the western democracies, Hitler, Mussolini, World War II, and efforts toward world organization for peace. Credit, three semester hours. VOLWILER.

101. HISTORY OF THE UNITED STATES TO 1865. A general survey course. Credit, three semester hours. KERSHNER.

102. HISTORY OF THE UNITED STATES SINCE 1865. Reconstruction, social and intellectual conditions, agrarian unrest, rise of large corporations and their regulation, tariff policies, the Spanish-American War, drift toward imperialism and world power, reform movements from the Muckrakers through the New Deal, world wars and attempts at world government, conflicting ideas and ideologies. Credit, three semester hours. VOLWILER.

110. THE OLD SOUTH. A study of the plantation regime in the United States, with emphasis on the daily life of the various types of plantations. Credit, three semester hours. MORRISON.

145. LATIN-AMERICAN HISTORY. Although this course will emphasize the development of the Latin-American republics and their relations in the modern world, there will also be some attention given to the Spanish and Portuguese heritage, the conquest, the native civilizations and the institutions and life of the colonial period. Credit, three semester hours. WHITEHOUSE.

250. THE FAR EAST. America's vital concern with postwar developments in the Far East, evident in daily newspaper comment, lends timeliness to this study of the modern history of the Far East. The following topics are among those considered: characteristic aspects of Oriental civilization; the nature of the Western impact on the political and cultural traditions of China and Japan; the varying adjustments made by China and Japan; industrial and imperialistic trends in Japan; revolution in 20th Century China; the genesis of Japan's Far Eastern War of 1937-45; postwar problems of U. S. foreign policy in the area. Credit, three semester hours. CADY.

270. EUROPE FROM 1870-1919. The development of England, France, Germany, Russia, and Danubia; a study of the historical setting for an era of social upheaval and World Wars. Prereq., 6 hours. Credit, three semester hours. By correspondence only. GUSTAVSON.

272. EUROPE SINCE 1919. A continuation of Hist. 270. Primarily a study of the long armistice between the two world wars. Rise of Communism and Fascism, attempt at world organization, and prelude to World War II. Prereq., 6 hours. Credit, three semester hours. By correspondence only. GUSTAVSON.

325. THE WESTWARD MOVEMENT. The expansion of settlement from the Atlantic Coast to the Pacific. Explorations, Indian trade, land policies, pioneer life, territorial acquisitions and state making, trails and railroads to the Far West, rise of cowboy land, types of later frontiers, and influence of the West upon American ideals and institutions. Prereq., 6 hours. Credit, three semester hours. VOLWILER.

375. HISTORY OF RUSSIA. A brief survey of Russian development prior to the twentieth century, followed by a more intensive study of the rise of Communism, its transformation of Russian economy and society, and its repercussions on the outside world. Prereq., 6 hours. Credit, three semester hours. GUSTAVSON.

HOME ECONOMICS

7. THE HOME AND ITS FURNISHINGS. The house and its furnishings considered in relation to artistic, economic, and social factors affecting choice. Credit, three semester hours. LANGFORD.

110. TEXTILES. A basic course in textile fabrics involving the study of fibers, fabrics, fabric construction, use and care. Credit, two semester hours. COWAN.

INDUSTRIAL ARTS

260m. TEACHING OF INDUSTRIAL ARTS (Same as Ed. 260m)

326. HISTORY OF INDUSTRIAL AND VOCATIONAL ARTS. A study of the development of industrial arts and industrial vocational education from their earliest beginnings down to the present. Some special consideration is given to federal legislation regarding these areas of education, and their administration in the state of Ohio. Credit, three semester hours. CALVIN.

JOURNALISM

322. FEATURE AND MAGAZINE WRITING. A study of feature articles for newspapers and magazines is followed by the writing of articles and their submission to editors. Major phases: discovering ideas and materials, article structure and style; illustration, preparing and marketing manuscripts. Prereq., 107 or permission. Credit, three semester hours. HORTIN.

323. ADVANCED FEATURE AND MAGAZINE WRITING. Writing of feature articles is done for submission to editors. Manuscripts criticized by instructor for salability of the idea, structure, style, illustration, format, content, conformance to needs of the market, research techniques. Prereq., 322 or permission. Credit, two semester hours. HORTIN.

LATIN—See Classical Languages

MANAGEMENT—See Commerce

MARKETING—See Commerce

MATHEMATICS

1. **ELEMENTARY ALGEBRA.** A beginning course in algebra designed for students who have had no algebra in high school. The topics ordinarily considered in a year of algebra in high school are studied in this course. Credit, four semester hours. DENBOW.

2. **PLANE GEOMETRY.** A beginning course in plane geometry designed for students who have had no geometry in high school. The work ordinarily done in a year in high school is done in this course. Prereq., 1 or 1 year high school algebra. Credit, four semester hours. MARQUIS.

3. **INTERMEDIATE ALGEBRA.** A thorough treatment of basic algebraic operations, including the solving of linear and quadratic equations. For students desiring a stronger background in algebra or wanting a refresher course before taking Mathematics 5. Prereq., 1 or 1 year high school algebra. Credit, three semester hours. DENBOW.

4. **SOLID GEOMETRY.** The geometry of planes, cylinders, cones, polyhedrons, spheres, and spherical triangles. The material is illustrated with examples from architecture and natural phenomena. Prereq., 2 or 1 year high school geometry. By correspondence only. Credit, three semester hours. DENBOW.

5. **FRESHMAN MATHEMATICS.** Students who have satisfactorily completed one year each of algebra and geometry are prepared for this course. Students who have completed advanced algebra and trigonometry in high school should consider Mathematics 6 instead. This course contains material basic in the preparation of scientists, engineers, mathematicians, and is accepted in partial fulfillment of the requirements for certification for high school teachers of mathematics. The topics considered are: the rectangular coordinate system, functions and their graphs, linear equations, inequalities, loci, quadratic equations in two unknowns, the binomial theorem, logarithms, the trigonometric functions of two angles, the oblique triangle, the inverse trigonometric functions. Prereq., 2 or 1 year high school algebra and one year plane geometry. However, students who feel that they need a better background for Mathematics 5, should consider taking 3 also as a prerequisite. Credit, five semester hours. MARQUIS, DENBOW.

6. **FRESHMAN MATHEMATICS. (Analytic Geometry).** Polar and rectangular coordinates, the straight line, the circle, the conic sections, locus problems, transformation of axes, and a brief treatment of solid analytic geometry, and the theory of equations. Prereq., 5 or college algebra and trigonometry. Credit, five semester hours. DENBOW.

34. **MATHEMATICS OF FINANCE.** The course covers compound interest, annuities, sinking funds, depreciation, bond evaluation, and the elementary theory of life insurance. The course provides a source of practical problem material and a field for the application of elementary algebra. Prereq. 2 or 1 unit each of high school algebra and geometry. Credit, three semester hours. MARQUIS.

56. PLANE TRIGONOMETRY. The definitions of the trigonometric functions and the relations among them; the addition theorems, functions of the double and half angles; computations with logarithms and the solutions of the oblique triangles. Prereq., a course in college algebra or equivalent. Credit, two semester hours. By correspondence only. DENBOW.

101. DIFFERENTIAL CALCULUS. This first course in calculus is for students of engineering, science, and mathematics. It includes variables, limits, the derivatives of algebraic functions, applications of the derivative to problems of physics and geometry, arc length, integration of algebraic functions, application of integration to problems of geometry and physics. Prereq., 6 or Analytic Geometry. Credit, four semester hours. MARQUIS.

102. INTEGRAL CALCULUS. Integration as the inverse of differentiation, the technique of integration, the integral as a limit of a sum, the definite integral, and a short study of the simpler types of differential equations, partial derivatives, and infinite series. Prereq., 101. Credit, four semester hours. GOEDICKE.

104. COLLEGE GEOMETRY. This course is an extension of the geometry studied in the high school, and is of interest to teachers of the subject and to the general student of mathematics. The topics considered are loci, similar and homothetic figures, the triangle, and the theorems of Mealeus and Ceva. Prereq., 6. Credit, three semester hours. MARQUIS.

107. ELEMENTARY STATISTICS. The basic theory and methods used in widely different fields: histograms; ogives; basic probability theory; normal curve; curve fitting; sampling theory; correlation and regression theory; statistical hypotheses. Prereq., 2 or 1 year high school algebra and one year high school geometry. Credit, three semester hours. GOEDICKE.

268m. TEACHING OF MATHEMATICS IN HIGH SCHOOL. (Same as Ed. 268m).

MUSIC

123. HISTORY OF MUSIC. This course deals with the history of musical expression from primitive times covering the Greek and Roman period; early Christian music; polyphony; beginnings of opera, oratorio, and orchestra; and the period of Classicism. The course is designed to give the student an intimate acquaintance with music through study of forms of expression, instrumental and vocal, and the study of artists and their historic background. Not open to students who have credit in Music 5. Credit, three semester hours. MORLEY.

124. HISTORY OF MUSIC. This course includes an intensive study of the great musicians in Europe, and their contributions to the development of music during the nineteenth and first half of the twentieth centuries. It includes, also, a study of the development of music in the United States and Latin America from early colonial times to the present. Prereq., 123. Credit, three semester hours. MORLEY.

PHILOSOPHY

103. **INTRODUCTION TO PHILOSOPHY.** An over-all view of the numerous aspects of philosophy, in an interesting and understandable form. *Considers* what philosophy is, and its relation with other human interests; the present scholarly view of the universe, and of life; the nature of man, of mind, of knowledge, and of human freedom; and the fields of art, of morals, and of religion. It also explains and compares the main types of philosophy (naturalism, idealism, pragmatism, and realism), and concludes with the philosophy of history. The course introduces the student to an attractive, competent, summary of the main lines of modern knowledge, and should aid toward the forming of a satisfactory philosophy of life. Credit, three semester hours. HOUF.

201. **GENERAL ETHICS.** An introductory course which considers: The importance of morals in society; the physical, biological, psychological, and social factors which operate in the origin and growth of moral ideals; the main attempts in history to formulate a standard or ideal conception of right and wrong; a constructive treatment of present-day problems in personal and social morality; and the application of moral principles and ideals to the problems connected with race, government, business, and industry, the professions, and international relations. Credit, three semester hours. GAMERTSFELDER.

PHYSICAL EDUCATION

102. **PERSONAL AND COMMUNITY HEALTH.** Provides a knowledge of the hygienic practices and an appreciation of the means whereby the health of the individual and of the group may be maintained. Credit, three semester hours. TREPP.

127. **FIRST AID.** The course is concerned with the treatment of emergencies and accidents in the home, on the street, in vocational pursuits, and on the athletic field. The new method of artificial respiration and first aid for civil defense is included. A course that a teacher will find helpful. No Red Cross certificate can be issued. Credit, two semester hours. LATOURRETTE.

152. **KINESIOLOGY.** A study of muscular actions in their relation to the problems of bodily development and efficiency. The course also deals with the common postural defects and the exercises for their treatment. By correspondence only. Credit, two semester hours. TREPP.

153. **NATURE AND FUNCTION OF PLAY.** A course dealing with the historical background, the theory, the need, and the administration of play, emphasizing play programs for schools, recreation centers, camps, and clubs. Credit, two semester hours. RHODES.

181. **INTRAMURAL SPORTS.** Organization of intramural sports for elementary school, high school, and college. Credit, two semester hours. RHODES.

267h. **TEACHING OF HEALTH.** (Same as Ed. 267h)

267p. TEACHING OF PHYSICAL EDUCATION. (Same as Ed. 267p)

304. HISTORY AND PRINCIPLES OF PHYSICAL EDUCATION. A review of the history of physical education from the time of the Greeks, with emphasis on the development of various systems and their effects on our present day program. The principles underlying physical education in our modern program of education. Credit, three semester hours. RHOADS.

306. ORGANIZATION AND ADMINISTRATION OF PHYSICAL EDUCATION. Physical and health education in elementary and secondary schools, normal schools, and colleges. Athletic management, intramural activities, inter-scholastic and intercollegiate athletics. Credit, two semester hours. TREPP.

349. COMMUNITY RECREATION. A course for leaders and those interested in guiding leisure time programs. Topics include: brief history of the play movement, programs and program making; general administration of playgrounds and community centers and activities. Credit, three semester hours. LATOURRETTE.

PHYSICS

3. THE PHYSICAL WORLD. The principles underlying nature's activities, their relations to man's needs and interests and their application in the development of devices and conveniences in modern life. Credit, three semester hours. PIERCE.

4. THE PHYSICAL WORLD. Continuation of Physics 3. Credit, three semester hours. PIERCE.

5. INTRODUCTION TO PHYSICS. Prospective teachers of physics in high school, premedical students and others who desire a general knowledge of physics will find this course suitable. The course assumes a knowledge of elementary algebra, but the physical aspect of problems is considered more important than the mathematical solutions. This course includes the study of liquids, gases, molecular physics, forces and work and simple machines, temperature and its measurements, and the properties of heat. Credit, three semester hours. EDWARDS.

PSYCHOLOGY

1. GENERAL PSYCHOLOGY. An elementary, scientific study of the most significant facts and principles of mental life designed to prepare the student for further work in this field and for a better understanding of himself and others. Credit, three semester hours. SCOTT.

3. CHILD PSYCHOLOGY. A detailed study of the development of the child mind from birth through the nursery school, kindergarten, and elementary school age. The nature and potentialities of the child at birth will be considered, the development of the senses, of motor ability, of social and emotional traits and attitudes, and intellectual abilities. Prereq., 1. Credit, three semester hours. GENTRY.

5. **EDUCATIONAL PSYCHOLOGY.** Some principles of heredity, maturation, individual differences, emotions, motivation, intelligence, as related to learning. Prereq., 1. Credit, three semester hours. GENTRY.

310. **MENTAL HYGIENE.** The course is designed for teachers, advisors, social workers, parents, and all who daily encounter the mental distress of children and adults who because of unsatisfactory inner needs or because they are at outs with their environment are not making a good adjustment. Contributions are examined from the fields of physiology, psychology, psychiatry, medicine, and sociology, but chiefly from psychology and psychiatry. Prereq., 6 hours. Credit, three semester hours. PATRICK.

312. **ABNORMAL PSYCHOLOGY.** The nature of the adjustments which man must make to live in the world today. The deviations which lead from the normal to the abnormal are pointed out in order that the student may recognize and understand the more common abnormalities and may, as far as possible, avoid developing such abnormalities himself. Prereq., 6 hours. Credit, three semester hours. SCOTT.

315. **SOCIAL PSYCHOLOGY.** A study of biological and social determinants of behavior; individual factors in social adjustments; psychology of social institutions and social conflict. Also a survey of experiments (and techniques) upon such problems as the influence of social conditions upon perception and motivation, socialization of the child, language, suggestion, social frustration, status, and prejudice. Prereq., 6 hours. Credit, three semester hours. GENTRY.

317. **PSYCHOLOGY OF PERSONALITY.** The course undertakes to satisfy a growing demand on the part of teachers, business executives, and others for a more thorough understanding of the fundamentals of human personality. It attempts to point out the most promising applications in the training and development of personality in children in the home and school; and in adults, in business and social life. Prereq., 6 hours. Credit, three semester hours. GENTRY.

SECRETARIAL STUDIES—See Commerce

SOCIOLOGY

1. **GENERAL SOCIOLOGY.** An introduction to the study of society, culture, and personality. The student acquires familiarity with the work of anthropologists and the sociologists and with the major concepts which have been developed in the systematic study of social relationships. The text provides a general orientation to the field, and is supplemented by readings which present both the methods and the results of contemporary sociological investigations. Topics include: the nature of culture; community relations; population problems, marriage and the family, social classes, crowd behavior, social change, personality development. Credit, three semester hours. HARLAN, GULLAHORN.

101. SOCIAL PROBLEMS. An intensive study of a limited number of problem situations which arouse major concern in local communities and in the nation. Attention is concentrated upon a few selected problems which have been thoroughly studied and which illustrate the origins, scope, and complexity of social problems generally. The objective is to provide the student with a knowledge of the principles involved in the analysis and solution of social problems, with a view to their application in local situations. The specific topics include: juvenile delinquency, race prejudice, mental disorder, illness and medical care, family disorganization, and problems of old age. Credit, three semester hours. CORY.

103. RURAL SOCIOLOGY. A survey of the historical developments and current trends in American rural society. Detailed attention is given to the characteristics of rural communities; the composition of the rural population; forces affecting rural standards of living, the rural family, and the rural church; problems of farm youth; and the roles of farmers in a changing and increasingly urban society. The abundant factual studies of rural life are systematically interpreted in terms of general principles of social and cultural change. Credit, two semester hours. HARLAN.

SPEECH

110. PARLIAMENTARY PROCEDURE. A study of the techniques involved in conducting a public gathering and in presiding over an assembly. By correspondence only. Credit, one semester hour. STAATS.

STATISTICS—See Commerce

ZOOLOGY

107. PRINCIPLES OF HEREDITY. An introduction to heredity. Fundamental principles and mechanisms of heredity with practical applications to animal and plant breeding and to the inheritance of human characteristics. Presupposes an introductory course in biology. Prereq., one year of college botany, zoology, or biology. Credit, three semester hours. MCQUATE.

COURSES OF INSTRUCTION

AT THE HIGH SCHOOL LEVEL

BOOKKEEPING. One-half unit of high school credit for each course.

- IX. Beginning Bookkeeping, first semester
- X. Beginning Bookkeeping, second semester

DRAWING. One-half unit of high school credit for each course.

- III. Mechanical Drawing, first semester; suitable for eleventh and twelfth grades
- IV. Mechanical Drawing, second semester; a continuation of III

ENGLISH. One-half unit of high school credit for each course.

- I. Ninth Grade English, first semester
- II. Ninth Grade English, second semester
- III. Tenth Grade English, first semester
- IV. Tenth Grade English, second semester
- V. British Literature, one semester
- VI. American Literature, one semester
- IX-52. Journalism, one semester
- XI. English Grammar, one semester

HOME ECONOMICS. One-half unit of high school credit for each course.

- I-44. Homemaking
- III-47. Everyday Foods, first semester
- IV-47. Everyday Foods, second semester
- XI-47. Clothing Construction, first semester
- XII-47. Clothing Construction, second semester
- XV-47. Home and Family Living, one semester

LATIN. One-half unit of high school credit for each course.

- I. First Year Latin, first semester
- II. First Year Latin, second semester
- III. Second Year Latin, first semester
- IV. Second Year Latin, second semester

MATHEMATICS. One-half unit of high school credit for each course.

- I. First Year Algebra, first semester
- II. First Year Algebra, second semester
- III-43. Plane Geometry, first semester
- IV-43. Plane Geometry, second semester
- V-46. Advanced Algebra, first semester
- VI-47. Advanced Algebra, second semester
- VII. Plane Trigonometry, one semester
- VIII. Solid Geometry, one semester
- IX. Business Arithmetic, one semester

SALESMANSHIP. One-half unit of high school credit for each course.

- XXI. Practical Salesmanship, one semester

SCIENCE. One-half unit of high school credit for each course.

- I-45. Your Health and Safety, one semester
- III-47. General Science, first semester
- IV-47. General Science, second semester
- V. Biology, first semester
- VI. Biology, second semester

SOCIAL SCIENCE. One-half unit of high school credit for each course.

- I. World Geography, one semester
- III. World History, first semester
- IV. World History, second semester
- V. American History, first semester
- VI. American History, second semester
- VII. Economic and Social Problems (Problems of American Democracy), one semester; suited for eleventh and twelfth grades
- VIII. Elementary Civics, one semester
- XI. Economics, one semester
- XIII-52. American Government (Problems of American Democracy), one semester; eleventh and twelfth grade level

TYPEWRITING. One-half unit of high school credit for each course.

- I. First Year Typewriting, first semester
- II. First Year Typewriting, second semester
- III. Second Year Typewriting, first semester
- IV. Second Year Typewriting, second semester

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